



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, FEBRUARY 22, 2012  
12:00 NOON  
CARMELITOS HOUSING DEVELOPMENT  
1000 VIA WANDA  
(COMMUNITY ROOM – 851 VIA CARMELITOS)  
LONG BEACH, CA 90805  
(562) 423-5464**

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**1. Call to Order**

**2. Roll Call**

**Zella Knight, Chair**  
**Henry Porter Jr., Vice Chair**  
**Hope Boonshaft**  
**Alma Cibrian**  
**Val Lerch**  
**Laurence Levin**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of December 14, 2011.

Regular Meeting of January 25, 2012 was canceled due to no items on the Agenda.

**4. Report of the Executive Director**

**5. Presentations**

Section 3 – Housing Management Division

Administrative Plan and Annual Plan – Housing Authority



**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**Regular Agenda**

**7. Approve the Annual Plan for the Housing Authority of the County of Los Angeles (All Districts)**

Recommend that the Board of Commissioners find that the activities in the attached Annual Plan for Fiscal Year 2012-2013, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment; approve the attached Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher (Section 8) Program Administrative Plan; adopt and instruct the Chairman to sign the attached Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan; authorize the Executive Director to execute all documents required to receive approximately \$4,500,000 in CFP funds from HUD for management improvements, administrative costs, and the rehabilitation of 1,143 housing units at 7 Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan; authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2012. (APPROVE)

**8. Approve the Purchase of Dell Computers to Replace Existing Computers (All Districts)**

Recommend that the Board of Commissioners find that the purchase of computer equipment is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment; approve and authorize the Executive Director or his designee to execute a purchase order with En Pointe

Technologies, for 165 desktop and 16 laptop computers, docking stations and related accessories using up to \$160,000 included in the Housing Authority's approved Fiscal Year 2011-2012 budget for this purpose; authorize the Executive Director or his designee to increase the amount of the purchase order by up to \$16,000 as needed for unforeseen costs, using the same source of funds described above. (APPROVE)

9. **Authorize Use of Housing Authority Administrative Funds to Provide Leased Vehicles with a Full Maintenance Service Program (All Districts)**

Recommend that the Board of Commissioners authorize the Executive Director to use up to \$1,450,000 in Housing Authority administrative funds to fund a five-year contract with Enterprise, which will be executed by the Commission on behalf of the Housing Authority, to provide leased vehicles and a full maintenance service program. (APPROVE)

10. **Board Motion**

Recommend that the Board of Commissioners approve the contract amendment between the Housing Authority and Western State Roofing and Construction in the amount of \$107,956 to replace the roof at the Villa Nueva State Rental Housing Construction Project in unincorporated East Los Angeles. (APPROVE)

11. **Election of Chair and Vice Chair 2012**

12. **Housing Commissioners may provide comments or suggestions for future Agenda items.**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 890-7424, or by e-mail at [donna.delvalle@lacdc.org](mailto:donna.delvalle@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, December 14, 2011

The meeting was convened at the CDC Headquarters, 2 S. Coral Circle, Monterey Park, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Zella Knight at 12:16 p.m.

<b><u>ROLL CALL</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Zella Knight, Chair	X	
Henry Porter, Vice Chair	X	
Val Lerch		X
Laurence Levin	X	
Alberta Parrish		X
Benita Pernell		X
Hope Boonshaft	X	
Alma Cibrian	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

No guests were present.

### **Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Boonshaft, with the correction made to minutes of November 2011, Agenda item No. 9, the Minutes of the Regular Meeting of November 2011 were approved.

### **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director Emilio Salas reported the following:

Emilio Salas informed the Board that on December 9, the Housing Authority hosted an event for the U.S. Department of Housing and Urban Development as they introduced their Section 3 Business Registry pilot program in Los Angeles. The new registry is for businesses that hire low-income individuals, or are composed of low-income individuals and will provide better access to information about contracting opportunities with housing authorities, local governments and other HUD-funded entities. Among those in attendance were John Trasviña, HUD Assistant Secretary, Fair Housing and Equal Opportunity, Congresswoman Judy Chu of the 32<sup>nd</sup> congressional district

Emilio Salas informed the Board that the Housing Authority received notification that Commissioner Benita Pernell has resigned as a Tenant Commissioner. Ms. Pernell expressed her sincere gratitude to the Housing Commissioners, the Board of Supervisors and to the Housing Authority for the opportunity to serve.

Emilio Salas stated that the Housing Commission has (6) vacancies left on our Housing Commission board, we will once again begin recruitment to fill the vacant seats.

Emilio Salas stated that we will be asking for nominations for a new Housing Commission Chair and Vice Chair at our next scheduled meeting in January.

### **Agenda Item No. 5 - Public Comments**

Evangelina Echeverria, Westknoll Resident – reported that she felt that she has been discriminated against and that she was threatened with eviction if she did not remove items from her unit. Due to the need of a translator, Ms. Echeverria spoke with staff after the meeting and Maria Badrakhan, Director will ensure that Ms. Echeverria's concerns are addressed appropriately.

### **Regular Agenda**

**On Motion by Commissioner Porter seconded by Commissioner Levin and unanimously carried, the following was approved by the Housing Commission:**

**AWARD A CONTRACT TO HD FOR THE ATHENS I, II AND III KITCHEN AND  
BATHROOM REHABILITATION PROJECT  
(DISTRICT 2) AGENDA ITEM NO. 6**

1. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Corral Construction & Development Inc., the lowest responsive and responsible bidder, in the amount of \$152,235, to complete the rehabilitation of kitchens and bathrooms and associated work for ten units located throughout unincorporated Athens, using funds included in the Housing Authority's approved Fiscal Year 2011-2012 budget.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to terminate the contractor's right to proceed with the performance of the Contract or terminate the Contract.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$30,447 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel.
4. Recommend that the Board of Commissioners find that the approval of the Contract and the project for kitchen and bathroom rehabilitation and associated work at various sites in Athens is exempt from the provisions of the California Environmental Quality Act (CEQA).

**On Motion by Commissioner Levin seconded by Commissioner Boonshaft and unanimously carried, the following was approved by the Housing Commission:**

**ADOPT RESOLUTION FOR APPROVAL OF AN AMENDED ANNUAL  
CONTRIBUTIONS CONTRACT  
(ALL DISTRICTS) AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the revised Annual Contribution Contract (ACC) is not subject to the provisions of the California Environmental Quality Act (CEQA).
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution approving an amended ACC No. SF-450, between the Housing Authority and the U.S. Department of Housing and Urban Development (HUD), to provide ongoing funding for the Conventional Public Housing Program.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute the ACC and all subsequent amendments and related documents, and to take all related actions required by HUD.
4. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign 41 Declaration of Trusts (DOTs) for the Conventional Public Housing Program properties owned and managed by the Housing Authority, defined by HUD development numbers.

**On Motion by Commissioner Porter seconded by Commissioner Levin and unanimously carried, the following was approved by the Housing Commission:**

**AWARD A JOB ORDER CONTRACT AND APPROVE  
CONSTRUCTION TASK CATALOG  
(ALL DISTRICTS) AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute or amend a Job Order Contract (JOC), work orders and all related documents with Harry H. Joh Construction Inc. (Contractor), the lowest responsive and responsible bidder, for an amount not to exceed a cumulative total of \$4,000,000, to provide maintenance, repair, refurbishment, rehabilitation, retrofit and other repetitive-type work for Housing Authority developments on an as-needed basis, using Community Development Commission General Funds and various program funds allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners adopt the October 2011 JOC Task Catalog.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to terminate the Contractor's right to proceed with the performance of the JOC or terminate the JOC.

4. Recommend that the Board of Commissioners find that the award of the JOC and adoption of the Construction Task Catalog are exempt from the provisions of the California Environmental Quality Act (CEQA).

**On Motion by Commissioner Porter seconded by Commissioner Levin and unanimously carried, the following was approved by the Housing Commission:**

APPROVAL OF 2012 HOUSING COMMISSION MEETING SCHEDULE  
AGENDA ITEM NO. 9

**Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Levin wished everyone a wonderful holiday and reminded all to drive safely. He also thanked Michele Truelove for all her assistance with the online Commissioner Certification. Commissioner Levin asked if January 6, 2012 was the deadline to complete the Commissioner Certification. Emilio Salas replied that the completion date is a goal that was set, but the Housing Authority would like to have all of the certifications completed by the end of January.

Commissioner Cibiran wished a Happy Holiday to all.

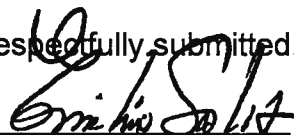
Commissioner Porter wished everyone a Merry Christmas and a Happy New Year. He also asked that the new Commissioners be given information in regard to the Conflict of Interest policy so that they may be able to get familiar with the policy.

Commissioner Boonshaft thanked staff for their assistance and wished everyone a happy holiday.

Commissioner Knight thanked the members of the public for joining the meeting and wished everyone blessed wonderful holiday.

On Motion by Commissioner Porter the Regular Meeting of December 14, 2011, was adjourned at 1:01 pm.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director  
Secretary –Treasurer



## Housing Authority - County of Los Angeles

January 25, 2012

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS PROGRAM UPDATE – DECEMBER 2011**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

### **Activities**

<b>RECRUITMENT</b>	5 1	Applications Received Applications Sent
<b>ENROLLMENTS</b>	2	New FSS Participants
<b>TERMINATIONS</b>	1	Participant Self Terminated from Section 8 & FSS
<b>MEETINGS &amp; SPECIAL PROJECT</b>  Photos Available in FSS folder	1 1 1 1	Ontario Mills Toy Party (25 Children) Southeast Leadership Toy Party (50 Children) Santa Fe Springs Annual Toy Party (350 Children) Palmdale Annual Toy Party( 75 Children)  FSS staff collected funds for Adopt an Angel Project  FSS Toy program received donations from CMU staff, Whittier Community Resource Center, the California Highway Patrol and Private donors
<b>WORKSHOPS</b> Program Presentations  Money Smart Workshop	1 2 2	Program presentations for SASSFA partnership meeting Disseminated Credit Repair Informational Packets Disseminated Budget Informational Packets
<b>REFERRALS</b>	4 1 6	Job referral from the employment network job board WorkSource Center employment workshops and job fairs Home Ownership Program
<b>GRADUATIONS</b>	3	Pending requests for graduation

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:AS:dt

**Housing Authority - County of Los Angeles**

February 22, 2012

TO: Housing Commissioners  
FROM: Margarita Lares, Director, Assisted Housing Division  
RE: **FSS PROGRAM UPDATE – JANUARY 2012**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>RECRUITMENT</b>	4	Applications Received
<b>ENROLLMENTS</b>	4	Applications Sent
<b>TERMINATIONS</b>	1	Participant Self Terminated from Section 8 & FSS
<b>MEETINGS &amp; SPECIAL PROJECT</b>	0	There were no scheduled meetings in January
<b>WORKSHOPS:</b>		There were no scheduled meetings in January
<b>Program Presentations</b>	3	Disseminated Credit Repair Informational Packets
<b>Money Smart Workshop</b>	1	Disseminated Budget Informational Packets
<b>REFERRALS</b>	4	Job referral from the employment network job board
	7	WorkSource Center employment workshops and job fairs
	3	Home Ownership Program
	6	The Info-Line for assistance in locating social service
<b>GRADUATIONS</b>	1	Pending requests for graduation
	2	Pending graduation
	2	In graduation process, pending approval

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:AS:CL:dt

## FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are descriptions of frequently used language in the monthly FSS Report.

1. **SASSFA**-Acronym for Southeast Area Social Services Funding Authority. They oversee all the funding for Worksource Centers, who provide job training, job placement, and skill assessment. We have a partnership with them, which in turn benefits our clients by providing services that we would not be able to provide on our own. There are about 75 Worksource Centers located in Southern California.
2. **The Employment Network Job Board** is located in the Family Self-Sufficiency department of the Assisted Housing Division located at 12131 Telegraph Road, Santa Fe Springs, CA and is a compilation of job leads, job requests and training information supplied by our various partnered agencies and is updated on a bi-weekly basis. The network board may also include referrals to other types of services, such as job fairs, resume preparation or social services. All these resources are shared with FSS participants.
3. **Emergency Transportation Assistance** refers to bus tokens issued by FSS staff to FSS participants who are having short term transportation problems. This would include those who have started a new job and need transportation assistance until they receive a pay check; those who need assistance in order to get to a job interview; those who are starting school and may not have been able to make arrangements to carpool prior to enrollment; those who have had a temporary transportation emergency, such as a automobile accident or auto break down. Part of this assistance may also include referrals to other agencies which may have bus tokens or passes available.

**Housing Authority - County of Los Angeles**

February 22, 2012

TO: Housing Commissioners

FROM: Emilio Salas, Deputy Executive Director



**SUBJECT: STATUS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is a collaborative effort among the Community Development Commission-Community Development Block Grant Division (CDC-CDBG), the County's Chief Executive Office, implementing County Departments, local Non-Profit Organizations, and the Los Angeles Homeless Services Authority (LAHSA).

Actions since the last report include the following:

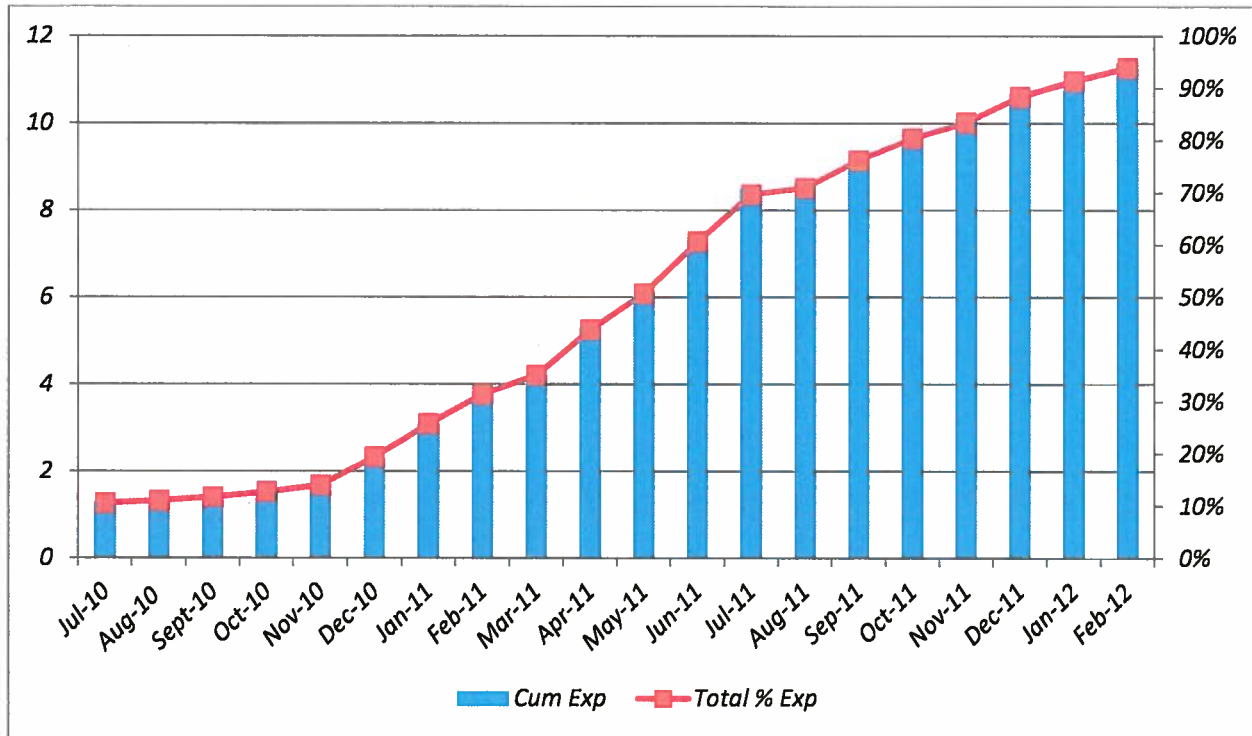
- As of February 9, 2012, \$11,459,264.84 (93.95%) of the \$12,197,108 budget has been expended (see attached chart).
- The monthly partner meeting will be held on February 14, 2012.
- As of January 31, 2012, 1,872 households have been served.

TG:AC:ec

K:\CDBG COMMON\HPRP\Status Reports to Terry\Status Report to Terry (February 2012).docx

Attachment

## HPRP CUMULATIVE EXPENDITURES, IN MILLIONS



Month	Cum Exp	Total % Exp
Jul-10	\$ 1,258,444.73	10.49%
Aug-10	\$ 1,302,795.89	10.99%
Sept-10	\$ 1,424,267.03	11.68%
Oct-10	\$ 1,548,014.88	12.69%
Nov-10	\$ 1,703,129.97	13.96%
Dec-10	\$ 2,363,254.90	19.38%
Jan-11	\$ 3,137,110.79	25.72%
Feb-11	\$ 3,825,665.90	31.37%
Mar-11	\$ 4,274,043.56	35.04%
Apr-11	\$ 5,340,295.92	43.78%
May-11	\$ 6,179,581.90	50.66%
Jun-11	\$ 7,395,617.17	60.63%
Jul-11	\$ 8,503,153.25	69.71%
Aug-11	\$ 8,655,580.90	70.96%
Sep-11	\$ 9,300,711.68	76.25%
Oct-11	\$ 9,814,782.24	80.47%
Nov-11	\$ 10,182,220.24	83.48%
Dec-11	\$ 10,779,813.49	88.46%
Jan-12	\$ 11,148,894.24	91.41%
Feb-12	\$ 11,459,264.84	93.95%

**Housing Authority - County of Los Angeles**

February 22, 2012

TO: Housing Commissioners  
FROM: Emilio Salas, Deputy Executive Director



**SUBJECT: STATUS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R) PROGRAM, FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)**

The Community Development Block Grant (CDBG) Division is closely monitoring CDBG-R subrecipients to ensure that they spend all of their allocated funds by June 30, 2012.

We are currently pacing at an appropriate level: as of February 13, 2012, \$7,125,121.18 (88.29%) of the total \$8,069,910.65 under contract has been expended. To ensure that subrecipients meet all of the aforementioned grant requirements, we continue to closely monitor their performance. Following are major actions taken since the last report:

- To date, 49 (75%) of the 65 projects are completed. Some of these were completed below budget, and the excess undisbursed funds were recaptured and reallocated to other existing well-performing CDBG-R activities.
- In order to fully expend the grant funds, as projects are completed and closed out, we will continue to reallocate remaining undisbursed funds to other ongoing CDBG or CDBG-R projects that can use the additional funding, and that are in full compliance with the grant requirements.
- CDBG staff is closely monitoring low-performing agencies and providing them with requisite technical assistance to ensure that they adhere to their required corrective actions which include: (a) submittal of any delinquent reimbursement requests; and (b) adherence to the project implementation and expenditure target dates stated in their action plans.

TG:AC:ec

K://TG/ARRA/ARRA Status Report For CDBG-R (As of February 2012)

## Community Development Commission

January 31, 2012

TO: Each Supervisor

FROM: Sean Rogan, Executive Director



**SUBJECT: UPDATE ON THE PURSUIT AND IMPLEMENTATION OF FUNDING MADE AVAILABLE IN H.R. 1, THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**

On March 31, 2009, the Board of Supervisors (Board) requested that the Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) report on the efforts to apply for, or take the necessary steps to accept, each category of funding contained within ARRA that the CDC/HACoLA is eligible to receive, either by formula or by competitive grant application. In all, the CDC/HACoLA was awarded \$33,603,148 of the \$114,312,431 applied for.

### Funding Awarded

#### PUBLIC HOUSING CAPITAL FUND (CF)

**Funding Amount:** \$7,401,512 (by formula)

**Award of Funds:** On March 31, 2009, the Board of Commissioners approved a motion to accept the grant funds, and funding became available to the HACoLA on May 14, 2009.

**Use of Funds:** The funds are being used for security improvements, energy efficiency work measures, preventive maintenance, and general improvements at 12 public housing developments comprised of 2,500 public housing units. As a direct result of CF formula activities, the HACoLA has reported a total of 73 full-time equivalent jobs (that were created or retained) through the 4<sup>th</sup> Quarter of Program Year (PY) 2010-2011 to [FederalReporting.gov](http://FederalReporting.gov).

**Expenditure Levels:** As first reported on August 31, 2011, all funds have been expended.

**Provisions:** The HACoLA must obligate 100% of the funds within 1 year, expend 60% of the funds in 2 years, and complete 100% of the fund expenditures in 3 years. The HACoLA has met the mandatory obligation deadline and has expended 100% of the grant.

**Funding Amount:** \$5,924,000 (Applied for \$22,399,000 by competition.)

**Award of Funds:** On June 22, 2009, the HACoLA applied for \$16,475,000 in funding for improvements addressing the needs of the elderly and/or people with disabilities and public housing transformation. Additionally, on July 21, 2009, the HACoLA applied for \$5,924,000 in funding for energy efficient/green community projects.

**Use of Funds:** The HACoLA was only awarded funding in the 'Creation of an Energy Efficient Green Community' category in the amount of \$5,924,000. Funds were granted on September 29, 2009, and are being used at the Nueva Maravilla housing development to reduce energy costs, generate resident and HACoLA energy savings, and reduce greenhouse gas emissions attributable to energy consumption. A total of 28 full-time

equivalent jobs were created or retained through the 2<sup>nd</sup> Quarter of PY 2011-2012 and have been reported to FederalReporting.gov.

**Expenditure Levels:** On December 1, 2009, the Board approved the acceptance of the funds. As of January 17, 2012, the HACoLA had expended \$4,196,444 of the \$5,924,000 obligated.

**Provisions:** The HACoLA must obligate 100% of the funds within 1 year of the date in which funds become available for contracts. The U.S. Department of Housing and Urban Development (HUD) requires the HACoLA to use at least 60% of the funds within 2 years and 100% of the funds within 3 years. The HACoLA has met the mandatory obligation deadline.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R)**

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**Funding Amount:** \$8,080,528 (by formula)

**Award of Funds:** The CDC submitted an amendment to the CDBG PY 2008 Action Plan (as required by ARRA) on June 5, 2009, after receiving approval from the Board on June 2, 2009. The CDC received the CDBG-R Grant Agreements on August 26, 2009.

**Use of Funds:** The CDC worked with the agencies affected by CDBG/ARRA regulations and submitted a final list of projects for approval to HUD on August 13, 2009, and the Board on August 18, 2009. Both HUD and the Board approved the list for the CDC's CDBG-R Program. Project activities include public improvements, housing rehabilitation, economic development, public services, and administration. During the 2<sup>nd</sup> Quarter of Fiscal Year (FY) 2011-2012, the following activities were accomplished: completed rehabilitation of 9 housing units, provided economic development grants to 2 businesses serving an area with 43,594 residents, and implemented 1 public service activity assisting 2 individuals. Activities for this program have also begun to wind down since all contracts with participating agencies will end on June 30, 2012. Since the inception of the program, a total of 1,448 jobs have been created or retained, which corresponds to 140.92 full-time equivalent positions.

The CDC has recaptured and reallocated funds for lack of expenditure or progress on projects. Funds were reprogrammed into existing CDBG-R activities that were in need of additional funding.

**Expenditure Levels:** As of January 18, 2012, the CDC had expended \$6,894,122 or 85.5% of the total funding.

**Provisions:** The CDC must use all CDBG-R funds by September 30, 2012.

#### **HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

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**Funding Amount:** \$12,197,108 (by formula)

**Award of Funds:** The CDC submitted a completed application to HUD on May 18, 2009, which was subsequently approved the following June. Trainings on reporting, program monitoring, and general implementation were held for the applicable County Departments on August 19, 2009, and the CDC received the HPRP Grant Agreements on August 20, 2009.



**Use of Funds:** Implementation of HPRP began on October 1, 2009; and the Departments of Public Social Services, Consumer Affairs, Community and Senior Services, and the Los Angeles Homeless Services Authority (LAHSA) have been working collaboratively to deliver assistance to those in need. In addition, Neighborhood Legal Services began offering legal assistance and representation to persons and families with unlawful detainers on November 1, 2009.

On August 31, 2010, the Board of Commissioners gave approval for 3 non-profit organizations (People Assisting the Homeless, Volunteers of America, and Union Station Homeless Services) to receive funding to provide HPRP services, and added 19 previously unserved cities that did not receive Federal or State HPRP funds within the County. We continue to actively monitor the progress of these activities to ensure compliance with the requirements. Contract amendments to allow for time extensions to December 31, 2011, were processed to allow for the full expenditure of grant funds.

The HPRP workgroup continues to meet monthly to communicate concerns, provide updates, problem solve in order to maintain progress, and discuss closeout procedures for the program. Service providers are no longer taking new clients given the current number of participants being subsidized and cases managed. Contracts with community-based organization service providers ended on December 31, 2011, and only County Department contracts are being tracked and managed. The program is ramping down to close within the next few months, so a Tenant Resources Pamphlet was developed by the Department of Consumer Affairs to assist persons and families still facing housing challenges as the program ends. We have also updated the Los Angeles County Housing Resource Center website to reflect the closure of the County's HPRP program.

The County recently completed and submitted the Annual Performance Report (APR) for PY 2010-2011 to HUD, spanning the period of October 1, 2010 to September 30, 2011. The report reflected that the rate of persons served steadily increased to a total unduplicated count of 3,400 persons, including 203 veterans, who received Housing Relocation and Stabilization Services, and Financial Assistance during the second PY. As briefly touched on last month, the County also reported that the rate of persons leaving the program increased steadily during PY 2010-2011, to a total unduplicated count of 2,003 individuals. A majority of these individuals, 1,954 or 98%, moved to permanent destinations. Of the total that moved to permanent destinations, 1,880 moved to rentals with no housing subsidy.

The performance reporting information for the 1<sup>st</sup> Quarter of PY 2011-2012, for the period of October 1, 2011 through December 31, 2011, was also recently submitted to HUD. During this period, 406 unduplicated persons were assisted under this program, including 264 households.

From program start, 1,871 households have been served (see attached report on the number of households served, and services provided, by Supervisorial District) and a total of 1,287 jobs have been created or retained, which corresponds to 230.38 full-time equivalent positions as December 31, 2011.

**Expenditure Levels:** As of January 9, 2012, the CDC had expended \$11,148,894, or 91.4%, of the total funding. We met the 60% expenditure requirement 2 months in advance of the August 18, 2011 deadline. We expect to finish providing services under this program by March 31, 2012.

**Provisions:** HUD requires that 60% of the funds be used by August 18, 2011 and 100% by August 1, 2012.

### Unsuccessful Grant Applications

#### GREEN RETROFIT PROGRAM FOR MULTIFAMILY HOUSING

**Funding Amount:** Applied for \$2,260,000 by competition.

**Award of Funds:** The HACoLA submitted applications for the Kings Road and Lancaster Homes Housing Developments on June 15, 2009. The HACoLA did not receive this grant.

**Use of Funds:** Had the HACoLA been awarded, the funds would have been used for the modernization and rehabilitation of the Kings Road and Lancaster Homes developments.

#### JUVENILE JUSTICE AND CRIME PREVENTION ACT PROGRAM (JJCPA)/EDWARD BYRNE MEMORIAL COMPETITIVE GRANT PROGRAM

**Funding Amount:** Applied for \$974,283 by competition.

**Award of Funds:** The CDC submitted an application on April 27, 2009. The CDC did not receive this grant.

**Use of Funds:** Had the CDC been awarded, the funds would have been used to support existing JJCPA programs.

#### NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2)

**Funding Amount:** Applied for \$61,000,000 by competition.

**Use of Funds:** Had the CDC been awarded, the funds would have been used to supplement the NSP1 program, which includes the HERO program and Rental Infill Sites activities for tenants below 50% of the area median income (AMI).

If you have any questions, please contact me at (323) 890-7400, or Terry Gonzalez, Director, CDBG Division, at (323) 890-7150.

SR\TG\SH\nm  
K:\CDBG COMMON\IGR-PIARRA Board Memo\2011\January '12 ARRA Memo.doc

#### Attachments

c: Each Deputy  
Brence Culp, Chief Deputy Chief Executive Officer, Chief Executive Office  
Ellen Sandt, Deputy Chief Executive Officer, Chief Executive Office  
David Seidenfeld, Manager, Chief Executive Office  
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors  
Lisa Rizzo, Principal Analyst, Chief Executive Office  
Scott Wiles, Special Assistant, Chief Executive Office  
Libby Boyce, Homeless Services Coordinator, Chief Executive Office

**The CDC/HACOLA  
American Recovery and Reinvestment Act of 2009 (ARRA) Final Award Amounts**

ARRA GRANT OPPORTUNITY		FUNDING AGENCY	FORMULA AMOUNT/ \$ APPLIED FOR	AMOUNT AWARDED	GRANT AGREEMENT*
1	Capital Fund (formula)	HUD	\$7,401,512	\$7,401,512	Yes
2	Capital Fund (competitive) - Disabilities Category	HUD	\$9,235,000	Did Not Receive	No
3	Capital Fund (competitive) - PH Transformation	HUD	\$7,240,000	Did Not Receive	No
4	Capital Fund (competitive) - Green Technology	HUD	\$5,924,000	\$5,924,000	Yes
5	Community Development Block Grant - Recovery	HUD	\$8,080,528	\$8,080,528	Yes
6	Neighborhood Stabilization Program 2	HUD	\$61,000,000	Did Not Receive	No
7	Homeless Prevention and Rapid Re-Housing Program	HUD	\$12,197,108	\$12,197,108	Yes
8	Green Retrofit Program for Multifamily Housing	HUD	\$2,260,000	Did Not Receive	No
9	Edward Byrne Memorial Competitive Grant	DOJ	\$974,283	Did Not Receive	No
<b>Total Awarded Under ARRA</b>			<b>\$33,603,148</b>		

\*Grant Agreement Received – Funds available for drawdown at U.S. Treasury.



**From:** Elisa Vasquez  
**Sent:** Monday, February 13, 2012 4:42 PM  
**To:** Directors/Managers  
**Cc:** Blair Babcock; Daniel Rofoli; Debra Solis; Geoffrey Siebens; Georganne Colvin; Gloria Ramirez; Grace Thamawatanakul; Jacqueline Rodarte; Jose Pilpa; Lynna Ochoa; Marisela Ocampo; Meiwen Fang; Nicholas Teske; Pat Case; Ray Gomez; Raymond Webster; Robin Pointer; Samantha Harrison; Susan Lawi-Ayad  
**Subject:** RE: Legislative Update  
**Attachments:** 2013 Budget Comp Chart 120213.doc

As an update to my email earlier today, IGR and the Division representatives have reviewed the President's 2013 budget. Below are the items of major interest to the CDC/HACoLA, while the attached chart summarizes the budget figures:

### **CDBG**

The President's FFY 2013 Budget proposes to keep CDBG funding at the current FFY 2012 level of \$2.948 billion. We estimate that this will result in an allocation of about \$21,000,000 for the Urban County, which is about the same as the FFY 2012 funding (\$21,009,818). However, it is still below what we received in FFY 2011 (\$26,934,047) and FFY 2010 (\$32,219,273). The County suffered a greater loss in FFY 2012 due to the impact of the 2010 Census and 2005-2009 American Community Survey (ACS) data, which estimated a far greater reduction in poverty than the County expected. HUD has indicated that beginning in FFY 2013, the ACS data will stabilize. Therefore, given level funding and stability of the new data, we are estimating about the same amount of funding in FFY 2013.

### **HOME Investment Partnership (HOME) Program**

The President's FFY 2013 Budget proposes to keep funding of the HOME program at the current FFY 2012 level of \$1.000 billion. We estimate that this will result in an allocation of about \$6,842,806 for the Urban County, which is the same as the FFY 2012 allocation and does take into consideration the 2010 Census information (as with CDBG).

### **Public Housing**

The President's FFY 2013 Budget proposes consolidation of, and an increase to, both the Public Housing Capital Fund and Operating Fund (CF/OF). HACoLA does not outright support the merging of CF and OF, as a single appropriated fund would potentially result in a larger target for future funding cuts.

The President's FFY 2013 Budget funds the OF at \$4.524 billion, an increase of approximately 14% from FFY 2012 (\$3.961 billion). The proposal also funds the CF at \$2.070 billion in FFY 2013, an increase of approximately 10% from FFY 2012 (\$1.875 billion).

### **Section 8 Tenant-Based Rental Assistance**

The President's FFY 2013 Budget allows for \$17.237 billion for the renewal of existing Section 8 vouchers (a \$5 million decrease from FFY 2012 (\$17.242 billion)) and \$1.575 billion for administrative fees (a 16% increase over FFY 2012 (\$1.350 billion)). Additionally, the proposal establishes a minimum rent of \$75 for all HUD programs, reducing HACoLA's Housing Assistance Payment costs. The provision will continue to provide the financial hardship exemption.

The Family Self-Sufficiency (FSS) program will be consolidated and aligned to enable housing authorities to more uniformly serve both HCV and Public Housing residents; the program will be expanded to include residents of project-based rental assistance. Funded at \$60 million, the FSS program would authorize HACoLA to use a portion of our Public Housing and HCV funding to augment

case management and supportive services provided through FSS or to provide other supportive services to increase opportunities for residents. We support expanding the program as it will provide increased opportunities for economic self-sufficiency, however, are concerned with the lack of additional funding to augment case management and supportive services.

#### **Project-Based Rental Assistance (PBRA)**

The President's FFY 2013 Budget proposes to reduce PBRA from the FFY 2012 amount of \$9.339 billion to \$8.700 billion in FFY 2013. This will have no impact on the County at this time as HACoLA's project-based program is funded from the Tenant-Based Rental Assistance allocation, and not from this fund.

#### **Neighborhood Stabilization Program (NSP)/Project Rebuild**

As part of the American Jobs Act announced by President Obama on September 8, 2011, the President is proposing \$15 billion for Project Rebuild in his FFY 2013 Budget, which would build upon the success of NSP. Of the requested \$15 billion for Project Rebuild, \$10 billion is for a formula allocation to State and local governments while \$5 billion is reserved for competitive distribution to governmental entities as well as nonprofit and for-profit entities.

Elisa E. Vásquez, Manager  
Intergovernmental Relations/Public Information  
Community Development Commission/  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, CA 91755  
phone: 323.890.7415  
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**From:** Elisa Vasquez

**Sent:** Monday, February 13, 2012 8:35 AM

**To:** Directors/Managers

**Cc:** Blair Babcock; Daniel Rofoli; Debra Solis; Elisa Vasquez; Geoffrey Siebens; Georganne Colvin; Gloria Ramirez; Grace Thamawatanakul; Jacqueline Rodarte; Jose Pilpa; Lynna Ochoa; Marisela Ocampo; Meiwen Fang; Nicholas Teske; Pat Case; Ray Gomez; Raymond Webster; Robin Pointer; Samantha Harrison; Susan Lawi-Ayad

**Subject:** Legislative Update

Hello,

Below please find an update on State and Federal legislative activity of interest to the CDC and/or HACoLA.

#### **State Legislation/Redevelopment Update**



As mentioned in my last update, IGR is still closely monitoring SB 654, which would allow the CDC to retain its share of undesignated low- and moderate-income housing (LMIH) funds by transferring them from the County's redevelopment agency to HACoLA. Within the bill, approximately \$150,000 in non-encumbered CDC LMIH funds would go to HACoLA, instead of being returned to other taxing entities such as school districts, the County General Fund, and special districts. We're actively supporting SB 654, as is the Board of Supervisors, and a similar bill in the Assembly (AB 1585).

#### **Congress and the Federal Fiscal Year (FFY) 2013 Budget**

The naming of Office of Management & Budget (OMB) Director Jacob Lew as White House chief of staff, the lack of a permanent OMB director, and last-minute shifts in the FFY 2013 Federal budget proposal **prompted President Barack Obama to postpone release of his budget blueprint from last Monday until this morning**. Although few details on the proposal have been released to the public, the document is said to include hundreds of billions in infrastructure spending and a projected deficit of \$901 billion, or about 5.5 percent of the nation's gross domestic product.

The CEO, IGR, and the Policy and Legislative Committee are in the process of analyzing the proposal, and I will provide an update on levels of funding and items of impact as soon as they are known.

We'll keep monitoring and report on these and other legislative matters of impact to the CDC.

Elisa

Elisa E. Vásquez, Manager  
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**COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES**  
**FEDERAL FISCAL YEAR 2013 FUNDING LEVELS FOR**  
**PROGRAMS OF COUNTY INTEREST**  
(in millions)

PROGRAMS	HR 2112 2012	President 2013
<b><u>Commerce</u></b>		
Economic Development Assistance	\$220	\$182
<b><u>Housing and Urban Development</u></b>		
Community Development Block Grant (CDBG) <sup>1</sup>	\$2,948	\$2,948
Administrative Funding	20%	20%
Sustainable Communities	\$0	\$100
Section 8 Tenant-Based Rental Assistance <sup>2</sup>	\$17,242	\$17,237
Section 8 Administrative Fees <sup>3</sup>	\$1,350	\$1,575
Family Self-Sufficiency	\$60	\$60
Section 8 Project-Based Rental Assistance	\$9,339	\$8,700
Public Housing Operating Fund	\$3,961	\$4,524
Public Housing Capital Fund	\$1,875	\$2,070
Homeless Assistance Grants <sup>4</sup>	\$1,901	\$2,231
HOME Investment Partnerships Formula Grant	\$1,000	\$1,000
Choice Neighborhoods	\$120	\$150
Brownfields Redevelopment	\$0	\$0
Section 108	\$6	\$0
Project Rebuild	\$0	\$15

<sup>1</sup> This dollar amount is for CDBG formula grants only.

<sup>2</sup> This dollar amount is for Section 8 Tenant-Based Rental Assistance contract renewals only.

<sup>3</sup> These administrative fees are for the Section 8 Tenant-Based Rental Assistance program.

<sup>4</sup> The dollar amount for Homeless Assistance Grants includes Emergency Shelter Grant formula funding.





**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 22, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 S Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY  
OF THE COUNTY OF LOS ANGELES  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of the Housing Authority's Annual Plan for Fiscal Year 2012-2013. The Annual Plan updates the Housing Authority's program goals, major policies, and financial resources. Submission of the Annual Plan is also required by the U.S. Department of Housing and Urban Development (HUD) for receipt of Capital Fund Program (CFP) funds, operating funds for the Public Housing Program and administrative fees for the Section 8 Program.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the activities in the attached Annual Plan for Fiscal Year 2012-2013, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the attached Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher (Section 8) Program Administrative Plan.



3. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive approximately \$4,500,000 in CFP funds from HUD for management improvements, administrative costs, and the rehabilitation of 1,143 housing units at 7 Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.
5. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2012.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit an Annual Plan to update the Five-Year Plan program goals and objectives each year, as well as major program policies and financial resources.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive approximately \$4,500,000 in CFP funds from HUD for management improvements, administrative costs and housing rehabilitation for the Public Housing Program. Operating funds for the Public Housing Program and administrative fees for the Section 8 Program will be approved through the annual budget process.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 21, 1998, the QHWRA mandated that all housing authorities submit an Annual Plan to HUD. The Annual Plan identifies goals, major program policies, and financial resources for both the Public Housing Program and the Section 8 Program.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, deconcentration and income mixing plans, income analyses, and other program and management data. The

Annual Plan must be updated each year and was last approved by the Board on March 22, 2011.

Also included as part of the Annual Plan are the updated CFP Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Section 8 Program Administrative Plan. Significant changes to these documents are discussed below.

### **Annual Plan Major Changes**

The Housing Authority will pursue the disposition of some or all of the 38 public housing sites located in the South Los Angeles County area. The 409 units would continue to serve extremely low and low income people. The majority of the 38 South Los Angeles County sites are very small and scattered. Additionally, the distance between sites poses a distinct challenge to manage and operate efficiently. Moreover, most of the South Los Angeles County sites are located in high crime neighborhoods and contracting for supplemental law enforcement/community policing for these scattered sites is cost prohibitive.

As a result, the Housing Authority will consider selling some of these properties and using disposition proceeds to replace these scattered sites with a more manageable multi-family model. Disposition would allow the Housing Authority to acquire or develop other properties that could be more efficiently and effectively operated as low-income housing.

The Housing Authority will also consider utilizing sale of low-income housing tax credits as a funding mechanism to complete construction and/or rehabilitation of housing sites. This would require disposition to a limited partnership that could use the tax credits. The Housing Authority or a related corporation could be a general partner in the limited partnership. As an additional option, units may be converted into project-based and/or tenant-based Section 8 vouchers, and as part of such initiatives, title may be transferred to a Housing Authority non-profit organization for ownership and/or management of these properties. Transferring title to a Housing Authority non-profit would allow the Housing Authority to access funding sources not currently available under the public housing program and would increase the opportunity to manage the properties with a "private industry"/asset management model.

The Housing Authority is also submitting an application to designate 13 public housing senior developments as housing for elderly families only, and will include some or all of the 1290 public housing senior units in the disposition application. The U.S. Census Bureau projects that the elderly in California will have an overall increase of 112 percent from 1990 to 2020. Los Angeles County mirrors this trend. Through senior designation, the Housing Authority will address the specific and growing housing needs of the elderly. Additional revenue from the disposition will enable the Housing Authority to provide senior support services, such as the Assisted Living Waiver Pilot Program

(ALWPP) currently at South Bay Gardens and Orchard Arms senior housing developments. Near elderly and disabled currently in senior housing will be given the option to remain in their existing units, or they can choose to relocate to comparable family housing provided by the Housing Authority where case management services are currently in place.

Finally, the Housing Authority will pursue the disposition of the property located at 4800 East Cesar E. Chavez located in unincorporated East Los Angeles County. This administrative building is currently occupied by the Community Development Commission/Housing Authority and the University of California Cooperative Extension Program. The Housing Authority is exploring the possibility of selling the property to a community resource provider. This administrative building is not needed for the continued operation of public housing.

The disposition of some or all of these properties is in the best interest of the residents and the Housing Authority and is consistent with the Housing Authority's goals, the Housing Authority's Annual Plan and with the 1937 Housing Act. Given evolving HUD policies, the Housing Authority may also consider alternatives to disposition such as voluntary conversion and the Rental Assistance Demonstration (RAD) program. In all cases, current residents' subsidies would be protected through use of voucher, public housing or other assisted housing subsidies.

The Housing Authority expects to submit disposition or other appropriate applications to pursue the changes discussed above in Fiscal Year 2012-2013.

Fourth, depending on legislation and the opportunity, the Housing Authority will pursue Moving to Work (MTW) designation. MTW is a demonstration program for Public Housing Authorities (PHAs) that provides them the opportunity to design and test innovative, locally-designed strategies that use federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing rules and more flexibility with how they use their Federal funds.

#### **Capital Fund Annual Statement**

During Fiscal Year 2010-2011, a total of 2,345 housing units were rehabilitated at 14 Public Housing Program developments throughout Los Angeles County.

The Fiscal Year 2012-2013 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds for management improvements, administrative costs and to rehabilitate 1,143 housing units at 7 Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed.

As authorized by HUD, the Executive Director may amend the CFP Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, or to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the CFP Annual Statement in response to changes in federal funding.

**Admissions and Continued Occupancy Policy and Lease Agreement for the Public Housing Program**

The purpose of the Admissions and Continued Occupancy Policy and Lease Agreement for the Public Housing Program is to set guidelines to determine eligibility for admission and continued occupancy. The revised Public Housing Program Admissions and Continued Occupancy Policy and Lease Agreement reflect the following five changes:

First, Chapter 19 of the current Admissions and Continued Occupancy Policy contains policies to ensure that Limited English Proficient (LEP) individuals have meaningful access to the Housing Authority's Public Housing Program. However, to ensure comprehensive language services to LEP individuals, the Housing Authority collaborated with Neighborhood Legal Services (NLS) to clarify current policy language and four additional policies.

The Housing Authority will now:

- Ask at the time of application and annual reexamination for designation of primary language and language services needs.
- Provide oral translation of documents not translated.
- Require LEP individuals to sign a waiver of language services if they wish to use their own interpreter.
- Include requests for informal interpreters used in the annual four-factor analysis.

Second, currently a family must obtain approval of any additional family member before the person occupies the unit except for additions by birth, adoption, or court-awarded custody. The Housing Authority only specifies two types of household additions that require Housing Authority approval. Upon approval by the Housing Authority, families may add the following persons but are not limited to the following:

- A resident plans to marry and add his or her spouse to the lease
- A resident desires to add a new family member to the lease, and/or employ a Live-in Aide

In order to provide a stable environment to children during the custodial process and to allow the addition of the minor children of a spouse or marital-type partner who is being added to the household and clarify the Housing Authority's policies on allowable family additions, the Housing Authority will now allow the following family additions:

Families may add a child to the household without Housing Authority approval through birth, adoption, court-awarded custody **or if a social service agency (i.e. DPSS, DCFS, etc.) has approved the addition of the minor child to the household.** Upon approval by the Housing Authority, families may add only the following persons:

- Spouse or marital-type partner **and the minor children of that person**
- Minor child of the head of household, co-head, spouse or marital-type partner who has been living elsewhere
- Live-in Aide
- Adult child due to recent discharge from the military
- An adult who is not a marital or marital-type relation, due to a disability

Third, for applicants that have previous outstanding debts incurred by any adult member of an applicant household to this Housing Authority, any other Housing Authority or any other governmental agency, the applicant must pay the debt in full prior to admission.

Fourth, in order to expedite and increase accuracy of rent payment credit to the tenant's account, the Housing Authority will provide a resident the additional options of submitting rent payments online and/or through automatic debit from the resident's bank account. Currently residents can pay their rent by mailing a check or money order to a bank Postal Office Box.

Fifth, the Admissions and Continued Occupancy Policy and Lease Agreement will now specify that if a resident is issued a Notice of Termination, the Housing Authority will not accept rent payments in any form unless the resident is in the grievance hearing process.

#### **Housing Choice Voucher (Section 8) Program Administrative Plan**

The purpose of the Section 8 Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Program Administrative Plan reflects the following nine changes:

First, Chapter 1 of the current Administrative Plan contains policies to ensure that Limited English Proficient (LEP) individuals have meaningful access to the Housing Authority's rental assistance programs. However, to ensure comprehensive language services to LEP individuals, the Housing Authority collaborated with Neighborhood Legal Services (NLS) to clarify current policy language and four additional policies.

The Housing Authority will now:

- Ask at the time of application and annual reexamination for designation of primary language and language services needs.

- Provide oral translation of documents not translated.
- Require LEP individuals to sign a waiver of language services if they wish to use their own interpreter.
- Include requests for informal interpreters used in the annual four-factor analysis.

Second, families receiving rental assistance under the Veterans Affairs Supportive Housing (VASH) program are required to receive case management services through the Veterans Affairs Medical Center (VAMC). If a VASH voucher holder no longer requires case management services, the family continues to receive assistance under the VASH program and is excused from the case management requirement.

VASH families who no longer require case management services will now be given a regular Section 8 voucher in order to free the VASH voucher for another homeless veteran in need of case management services.

Third, the Housing Authority is proposing the following changes to its Compliance Check Inspections policy:

- The Housing Authority will now conduct compliance check inspections Monday through Friday, 7:30 a.m. to 6:30 p.m. If advance notice is given to the family, the Housing Authority may continue to conduct compliance check inspections on Saturdays between 9:00 a.m. and 5:00 p.m.
- For all compliance check inspections, the Housing Authority will be the lead agency.
- An investigator must now obtain written consent from the adult in control of the home to record a compliance check inspection using an audio or visual recording device.

Fourth, annual reexaminations that result in tenant rent decreases are effective on the later of the anniversary or the first of the month following the completion of the reexamination.

The Housing Authority is now proposing to make all annual reexaminations that result in tenant rent decreases effective on the anniversary date.

Fifth, the Housing Authority currently reviews criminal history from the date the applicant family is selected from the Active Waiting List and determined eligible. While current policy does not mandate a specific date from which to begin the criminal history review for incoming portable families, it has been the Housing Authority's practice to begin on the date the Request for Transfer is received from the initial public housing agency (PHA)

Therefore, the Housing Authority will now clarify its policy to state that the date from which the criminal history review will begin for incoming portable families is the date the Request to Transfer is received from the initial PHA.

Sixth, when only minors are left in the household, the Housing Authority allows a caretaker to enter the household for up to 12 months as a "visitor" until they can be approved as a permanent guardian by the courts and the Housing Authority.

To help stabilize the children's living environment and allow proper reporting to HUD of the current family composition and income, the Housing Authority will now add the caretaker to the household composition immediately while pending eligibility review, including criminal background check.

Seventh, the current Administrative Plan states that if the family is contributing 60% or more of their adjusted family income toward rent they are required to attend a counseling session. If the family discloses they are concerned about their ability to pay their rent, trained staff will assist them find an affordable unit.

This policy is not a HUD requirement and is administratively burdensome. Therefore, the Housing Authority is removing this policy to accommodate the decrease in administrative funding and the resulting elimination of staff positions.

Eighth, the Housing Authority is proposing to change its current family additions policy in order to provide a stable environment to children during the custodial process and to allow the addition of the minor children of a spouse or marital-type partner who is being added to the household. The new policy will read as follows:

Families may add a child to the household without Housing Authority approval through birth, adoption, court-awarded custody, **or if a social service agency (i.e. DPSS, DCFS, etc.) has approved the addition of the minor child to the household.** Upon approval by the Housing Authority, families may add only the following persons:

- Spouse or marital-type partner **and the minor children of that person**
- Minor child of the head of household, co-head, spouse or marital-type partner who has been living elsewhere
- Live-in Aide
- Adult child due to recent discharge from the military
- An adult who is not a marital or marital-type relation, due to a disability

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Annual Plan was conducted. Copies of the Annual Plan were made available for review and comment during a public comment period from December 27, 2011 to February 9, 2012 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority website. Notices of the availability of



the documents and the public hearing were also published in newspapers of general circulation during the public comment period.

The Summary of Public Outreach regarding the Annual Plan, a list of the seven Public Housing Program developments in the Capital Fund Annual Statement for Fiscal Year 2012-2013, and the Annual Plan, are provided as Attachments, A, B, and C, respectively.

The Resolution approving the Annual Plan for submission to HUD, provided as Attachment D, has been approved as to form by County Counsel. At the conclusion of the Public Review and Comment period, the Housing Authority will provide to the Board all public comments pertaining to the Annual Plan. At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Annual Plan and submitted to HUD.

#### **ENVIRONMENTAL DOCUMENTATION**

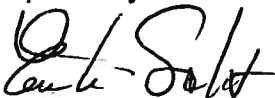
These activities are exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1), because they involve planning activities that will not have a physical impact on or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Prior to implementation of any particular project, an Environmental Service Request will be submitted to the Community Development Commission's Environmental Services Unit for review. Each project will receive an environmental clearance in accordance with CEQA Guidelines and NEPA regulations before proceeding with the project.

#### **IMPACT ON CURRENT PROGRAMS**

Submission of the Annual Plan is required by HUD for the receipt of Capital Fund Program funds and for the continuation of the Public Housing Program and Section 8 Program.

Respectfully submitted,



 SEAN ROGAN  
Executive Director

Enclosures

## Attachment A

### Summary of Public Outreach

Section 511 of the QHWRA instructs every public housing authority to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Public Housing Program residents and Section 8 Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

#### **Summary of RAB Activities:**

##### Public Housing Program

- On October 4, 2011, a Resident Council Forum was held at Nueva Maravilla, and the Annual Plan was summarized to the Resident Councils. The Housing Authority encouraged all Resident Council members to participate in the upcoming monthly RAB meetings.
- On October 27, 2011, the Housing Authority sent a letter inviting all Resident Councils to attend three scheduled RAB meetings: November 10, December 1 and December 15 of 2011.
- Twenty-three Resident Council members volunteered to participate in the development of the Annual Plan.

##### Section 8

- An ongoing RAB recruitment is published on the hacola.org website.
- In October 2011, an invitation to attend two RAB meetings was sent to all RAB members and a sample of new program participants.
- Thirty-eight RAB members volunteered to participate in the development of the Annual Plan.
- Six Section 8 RAB meetings were held in November and December 2011 in West Hollywood and the Antelope Valley and Santa Fe Springs Administrative Offices.

##### Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment F of the Annual Plan.
- A written Spanish version of HUD Form 50075, the Annual Plan template, was made available at Public Housing RAB meetings.
- Spanish translators were provided during the Public Housing and Section 8 RAB meetings.
- In December 2011, a public notice was mailed to all Public Housing residents notifying them of the Public Review and Comment Period.

- In December 2011, a public notice announcing the Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Wave Community Newspaper, International Daily News, L.A. Sentinel and the Long Beach Press Telegram. The names of bilingual (Spanish and Russian) Housing Authority staff contacts were provided in the public notice.
- During the public comment period, the Annual Plan was made available at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, the Housing Authority administrative office in Monterey Park, the Section 8 administrative office in Santa Fe Springs, the Section 8 Palmdale office and the Housing Authority website.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Braille, Russian, Korean, Spanish and Mandarin Chinese at the above locations.
- Information regarding the Annual Plan is published annually in the Section 8 Tenant Talk newsletter.

Attachment B

	<u>Housing Development</u>	<u>Addresses</u>	<u>District</u>
1	Carmelita	354-356 South Carmelita Ave. Los Angeles, CA 90022	1
2	Marina Manor I	3401 Via Dolce Marina Del Rey, CA 90292	3
3	Marina Manor II	3401 Via Dolce Marina Del Rey, CA 90292	3
4	Carmelitos Senior	761 Via Carmelitos Long Beach, CA 90805	4
5	Carmelitos Family	700 Via Wanda Long Beach, CA 90805	4
6	Orchard Arms	23410-23540 Wiley Canyon Rd. Valencia, CA 91355	5
7	Foothill Villa	2423 Foothill Blvd. La Crescenta, CA 91214	5



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 22, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 S Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE PURCHASE OF DELL COMPUTERS TO  
REPLACE EXISTING COMPUTERS  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends the purchase of 165 desktop and 16 laptop computers, docking stations and related accessories for the Housing Authority's Housing Management Division. These computers will replace older computers that have performance issues with the motherboards and power supply due to their age. The purchase of replacement computers will allow the Housing Management Division staff to process workloads in a timely fashion.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the purchase of computer equipment is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute a purchase order with En Pointe Technologies, for 165 desktop and 16 laptop computers, docking stations and related accessories using up to \$160,000 included in the Housing Authority's approved Fiscal Year 2011-2012 budget for this purpose.



3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to increase the amount of the purchase order by up to \$16,000 as needed for unforeseen costs, using the same source of funds described above.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Housing Authority's Housing Management Division (Division) administers the County of Los Angeles' Public Housing Programs, regulated by the Department of Housing and Urban Development. Division staff currently utilize 181 desktop and 28 laptop computers to assist in the administration of the programs. Of these, 93% of the desktop and 61% of the laptop computers are more than five years old. The older computers are causing work stoppages due to power supply or motherboards failing. Additionally, the Housing Authority is upgrading to the Windows 7 operating system, and the existing computers will not be able to run multiple applications on Windows 7. Staff is required to run multiple applications simultaneously to perform their job functions. It is not cost effective to continue to repair the computers.

The Housing Authority has determined that 165 desktop and 16 laptop computers, along with new docking stations and related accessories, need to be replaced to provide staff with the proper resources to perform their essential job functions. The new computers contain the technology to run multiple applications that will enable the Division to effectively administer the programs.

### **FISCAL IMPACT / FINANCING**

There is no impact on the County general fund. The purchase will be funded with up to \$176,000 included in the Housing Authority's approved Fiscal Year 2011-2012 budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The requested computer equipment purchase will not exceed a cost of \$176,000 which includes a four-year extended warranty on all computers.

### **ENVIRONMENTAL DOCUMENTATION**

Computer equipment purchases are exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35(b)(3), because the project involves equipment purchase and will not have a physical impact on or result in any physical changes to the environment. This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Honorable Housing Commissioners  
February 22, 2012  
Page 3

**CONTRACTING PROCESS**

The Housing Authority is taking advantage of the Consolidated Computer Purchase Program configurations and discounted price leveraged through the Cooperative Government Agreement - Los Angeles County Master Agreement (MA), # MA-IS-1040317-2.

**IMPACT ON CURRENT SERVICES AND PROJECTS**

If approved, the purchase of Dell equipment will ensure that the Housing Authority can provide the infrastructure necessary to support the numerous applications the Housing Authority utilizes.

Respectfully submitted,



SEAN ROGAN  
Executive Director



**HOUSING AUTHORITY  
of the County of Los Angeles**

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*Commissioners*

**Sean Rogan**

*Executive Director*

February 22, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 S Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**AUTHORIZE USE OF HOUSING AUTHORITY ADMINISTRATIVE FUNDS TO  
PROVIDE LEASED VEHICLES WITH A FULL MAINTENANCE SERVICE PROGRAM  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends authorizing the use of up to \$1,450,000 in Housing Authority administrative funds for a five year lease contract with Enterprise Fleet Management (Enterprise), which will be executed by the Community Development Commission (Commission) on behalf of the Housing Authority. The contract will provide 61 new leased vehicles agency wide and a full maintenance service program for those vehicles, as well as a maintenance program for 17 existing vehicles being retained by the Commission.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

Recommend that the Board of Commissioners authorize the Executive Director to use up to \$1,450,000 in Housing Authority administrative funds to fund a five-year contract with Enterprise, which will be executed by the Commission on behalf of the Housing Authority, to provide leased vehicles and a full maintenance service program.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to authorize the use of funds to provide leased vehicles with a full maintenance service program for Commission and Housing Authority staff.

On March 9, 2010, the Board approved a similar agreement with Enterprise for the lease of five vehicles to be used for the Section 8 inspectors in Lancaster as a pilot program. This program has proven successful, and when implemented agency-wide, will significantly reduce fleet costs.





In Fiscal Year 2011-2012, the fleet annual budget was over \$880,000, and an average vehicle age of approximately eight years with over 76,000 miles. The move to Enterprise will replace the existing aged fleet with new models and reduce the size of the fleet pool by allowing the Commission and Housing Authority to rent daily as needed. The estimated fleet budget in future years will be approximately \$570,000, which includes \$350,000 per year for the Enterprise contract, plus fuel and administrative costs. This represents an estimated savings of over \$300,000 per year to the Commission and Housing Authority.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The contract will be funded with a total of \$1,750,000 in Commission and Housing Authority program funds over a five-year period, of which \$1,450,000 will come from the Housing Authority, and the remaining \$300,000 will come from the Commission. Funding will be included in the Housing Authority's Fiscal Year 2012-2013 annual budget being presented to the Board in June. Funds for future will be requested through the Commission and the Housing Authority's annual budget process.

A ten percent contingency over the five years, in the amount of \$175,000, is being set aside for unforeseen costs, with a portion of this from Housing Authority administrative funds.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract with Enterprise will be executed by the Commission, which manages the fleet for both the Commission and the Housing Authority.

### **IMPACT ON CURRENT PROJECT**

The Enterprise contract will replace current aged agency vehicles and/or a vehicle maintenance program at a substantially lower annual cost to the Commission and Housing Authority.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sean Rogan', written in a cursive style.

SEAN ROGAN  
Executive Director

Motion by Supervisor Gloria Molina

March 6, 2012

On July 12, 2011, the Board approved a contract between the Housing Authority and Western State Roofing and Construction in the amount of \$107,956 to replace the roof at the Villa Nueva State Rental Housing Construction Project in unincorporated East Los Angeles. At that time the Board also approved a 10% contingency of \$10,795 for unforeseen project costs.

When the contractor obtained the building permit, the Department of Public Works' Division of Building and Safety required the installation of a radiant barrier to meet the California Energy Commission's updated Title 24 Building Energy Efficiency Standards for residential roofing. This additional requirement increased the cost of the project by \$7,208.00.

During the removal of the existing clay tiles, an unusually large number of tiles were found to be damaged and could not be reused. Based on similar projects, the contract price contained a 25% replacement allowance in anticipation of such damage. In this case, however, over 40% of the tiles needed replacement, which increased the construction cost by \$2,299.50.

It was also discovered during construction that an unusually high amount of fascia board had suffered water damage and needed replacement. The amount of new fascia board required exceeded the allowance in the contract, increasing the construction cost by \$10,236.45.

The total additional cost of \$19,743.95 for the work outlined above exceeds the available contingency for such costs by \$8,948.95. For this reason, an amendment is necessary to provide additional funds and increase the contract amount by \$8,948.95.

The Housing Commission recommended approval of this action at their meeting on February 22, 2012.

**I, THEREFORE, MOVE THAT THE BOARD, ACTING AS THE COMMISSIONERS OF THE HOUSING AUTHORITY:**

1. Approve and authorize the Executive Director to amend the existing Contract with Western State Roofing and Construction, to increase the contract amount by \$8,948.95, for a total contract amount of \$127,699.95, to cover additional costs and complete the roof replacement at Villa Nueva.
2. Authorize the Executive Director to incorporate \$8,948.95 in state Rental Housing Construction Program (RHCP) funds into the Housing Authority's

approved Fiscal Year 2011-2012 budget for the Villa Nueva Roof Replacement Project.

3. Find that amending this Contract is exempt from the provisions of the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15301, because it does not have the potential for causing a significant effect on the environment.

**MOTION**

MOLINA \_\_\_\_\_

RIDLEY-THOMAS \_\_\_\_\_

KNABE \_\_\_\_\_

ANTONOVICH \_\_\_\_\_

YAROSLAVSKY \_\_\_\_\_